

Kansas Department of Agriculture

Professional Conduct Policy

Purpose:

Positive professional conduct by the employees of the Kansas Department of Agriculture (KDA) ensures that customers will have a welcoming place to do business and employees will have a professional and collaborative work environment.

Expectations:

1. As a condition of employment, all employees of KDA are to be appropriate in their behavior and be respectful of their co-workers and the customers served by the department. Inappropriate, insulting, demeaning, or threatening behavior in the workplace will not be tolerated.
2. Employees shall not engage in or tolerate any form of harassment or behavior that demonstrates hostility towards another individual because of race, color, religion, sex, age, national origin, or disability. Harassing behavior may include slurs, telling or circulating jokes, sharing inappropriate materials or making comments of a sexual nature, or making what could be reasonably determined to be inappropriate comments based on a person's race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.
3. KDA will not tolerate inappropriate conduct that by itself does not rise to legally definable harassment. The Kansas statutes set forth personal conduct that may be grounds for formal disciplinary action. Specifically:
 - a. K.S.A. 75-2949e(a)(4) "failure to maintain satisfactory and harmonious relationships with the public and fellow employees,"
 - b. K.S.A. 75-2949f (f) "participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency....,"
 - c. K.S.A. 75-2949f(p) "exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others, as may be determined by the appointing authority."
4. Employees who experience or observe conduct they believe to be contrary to this policy must immediately report that conduct to their supervisor. If reporting to the supervisor is not practical then employees should report misconduct to their program manager. Supervisors and managers should keep the human resources director apprised of any reported misconduct. KDA Human Resources will assist supervisors and managers in completing the necessary investigation and taking any appropriate corrective action.
5. Retaliation against any person who files a complaint, appears as a witness, or provides information in the investigation of a complaint will not be tolerated.

6. Any employee who has been found in violation of this policy may be subject to appropriate disciplinary action including termination.

Jackie McClaskey, Secretary of Agriculture

Date

Revised: 10/15